

Lost Title Replacement Procedure

In an effort to enhance customer service, the Bureau of Regulatory Services has developed the Lost Title Procedure to assist Michigan vehicle dealers with replacing a lost Michigan vehicle title. However, the Bureau may assist only if the following situations apply:

- ❑ **Your dealership is a licensed *Michigan* vehicle dealership;**
- ❑ **You are to provide sufficient proof of ownership (see list of documents on page two of form AR-0184);**
- ❑ **The lost certificate of title is from the State of Michigan;**
- ❑ **The vehicle is not sold to an out-of-state customer, either at wholesale or retail;**
- ❑ **The vehicle is registerable for highway use (*i.e.*, not a watercraft, ORV, snowmobile, etc.).**

If your situation meets all the above criteria, your dealership may use the attached form AR-0184, *Dealer Application For Replacement Of A Lost Michigan Vehicle Title*, to apply for assistance. You must complete all items on the application, attach photocopies of supporting documents, and send the materials by standard mail or overnight courier to the appropriate address (listed on page two of the form). Materials may also be faxed to (517) 373-0964, provided they are legible.

Once received, our office will review your materials to determine your eligibility for assistance. If approved, our office will mail form AR-0185, *Dealer's Lost Title Replacement Certification*, to your licensed address. Instructions for properly completing and submitting the form will be included.

To avoid unnecessary delays in processing, please note the following items:

- ✓ **Complete all items on the application. Incomplete applications or applications with insufficient documents may be delayed or rejected.**
- ✓ **Attach photocopies of supporting documents only. Originals that are sent will become part of the dealer file, and cannot be returned to the dealer.**
- ✓ **Make certain that the form is signed by an owner, chief officer or director of the dealership, as listed on the current Dealer License. Applications that are signed by persons other than the person(s) listed on the current license will be returned for proper signature, delaying the process.**
- ✓ **DO NOT send payment with the form. Sending payment may cause the form to be routed incorrectly.**

If you have any questions, you may contact our office by e-mail at dealer@michigan.gov, or by telephone at (517) 373-9081.

Has vehicle been sold? ☐ Yes ☐ No If YES, has purchaser taken delivery? ☐ Yes ☐ No

If sold, to whom? Name: _____
Address: _____

Date of sale: _____
Phone Number: () _____

If sold, was the sale through an auction? ☐ Yes ☐ No

If YES, provide the auction's name: _____

Address: _____

Auction phone number: () _____ Ext. _____

If vehicle has not been sold, where is it presently located? ☐ At licensed dealership address ☐ Other

If "other", provide location _____

Attach to this application a photocopy of as many of the following items as you are able to provide to establish your ownership of the vehicle:

- Front and back of the lost vehicle title
- Separate odometer statement you received from the previous owner (if applicable)
- A receipt, bill of sale or auction slip showing from whom you acquired the vehicle
- An RD-108 showing your sale of the vehicle
- An RD-108 showing that the vehicle was traded in at your dealership
- Police Book page or washout record showing the vehicle entry
- The separate odometer statement you gave to your customer, if vehicle has been sold and a separate statement was used

NOTE: Send only photocopies of these documents; do not send originals. Original documents sent to the Bureau will not be returnable.

I hereby certify that the statements contained on this application, and any attachments to this application, are true and accurate to the best of my knowledge. I further certify that I, as owner, partner, officer or director of the dealership making this application have the authority to sign this application, and to make the statements contained herein.

Signature of **owner, partner, or corporate officer** (as listed on the current dealer license)

Title (Owner, partner, corporate officer)

Printed name

Date

Return this complete application and all attachments (**DO NOT SEND PAYMENT WITH FORM**) by U.S. Postal Service or overnight courier service to:

VIA U.S. MAIL

MICHIGAN DEPARTMENT OF STATE
BUREAU OF REGULATORY SERVICES
COMPLAINT RESOLUTION AND INVESTIGATIONS DIVISION
LANSING, MICHIGAN 48918

VIA OVERNIGHT COURIER SERVICE

MICHIGAN DEPARTMENT OF STATE
BUREAU OF REGULATORY SERVICES
208 NORTH CAPITOL AVENUE - SECOND FLOOR
LANSING, MICHIGAN 48933